*Key: Items highlighted in yellow should either be customized or reviewed to ensure all listed items are relevant for the particular program or event.*

# Draft email to regarding MULTIPLE events or programs

Dear NAME County 4-H community –

On April 2, 2020, Michigan State University made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

This decision impacts several programs scheduled to occur in NAME County in the coming months. We are currently evaluating our options for moving the following programs and events to an online format:

* PROGRAM OR EVENT NAME
* PROGRAM OR EVENT NAME
* PROGRAM OR EVENT NAME
* ETC. AS NEEDED

Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available. Unfortunately, a variety of challenges prevent us from postponing or moving the following programs to an online format and therefore, these events will be cancelled:

* PROGRAM OR EVENT NAME
* PROGRAM OR EVENT NAME
* PROGRAM OR EVENT NAME
* ETC. AS NEEDED

All program participants will receive a full refund for any out-of-pocket event registration fees. This may take a few weeks and we appreciate your patience with this process.

MSU Extension remains committed to delivering meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of a CANCELLED event or program WITH registration fees

Dear PROGRAM NAME participants –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

Unfortunately, a variety of challenges prevent us from postponing PROGRAM OR EVENT NAME or moving it to an online format. All program participants will receive a full refund for any out-of-pocket event registration fees. This may take a few weeks and we appreciate your patience with this process.

Despite the cancellation, MSU Extension remains committed to delivering meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of a CANCELLED event or program WITHOUT registration fees

Dear PROGRAM NAME participants –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

Unfortunately, a variety of challenges prevent us from postponing PROGRAM OR EVENT NAME or moving it to an online format. Despite the cancellation, MSU Extension remains committed to delivering meaningful experiences to youth and volunteers through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of an event or program potentially MOVING ONLINE WITH registration fees

Dear PROGRAM NAME participants –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

MSU Extension is committed to providing experiential learning for youth and we are currently evaluating our options for moving PROGRAM OR EVENT NAME to an online format. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available. Regardless, all program participants will receive a full refund for any out-of-pocket event registration fees. This may take a few weeks and we appreciate your patience with this process.

During this time, MSU Extension will continue to deliver meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of an event or program MOVING ONLINE WITHOUT registration fees

Dear PROGRAM NAME participants –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

MSU Extension is committed to providing experiential learning for youth and we are currently evaluating our options for moving PROGRAM OR EVENT NAME to an online format. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available.

During this time, MSU Extension will continue to deliver meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of a POSTPONED event or program WITH registration fees

Dear PROGRAM NAME participants –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

MSU Extension is committed to providing experiential learning for youth and we are currently evaluating our options for postponing PROGRAM OR EVENT NAME until later in 2020. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available. Regardless, all program participants will receive a full refund for any out-of-pocket event registration fees. This may take a few weeks and we appreciate your patience with this process.

During this time, MSU Extension will continue to deliver meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to registered participants of a POSTPONED event or program WITHOUT registration fees

Dear PROGRAM NAME participants –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

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MSU Extension is committed to providing experiential learning for youth and we are currently evaluating our options for postponing PROGRAM OR EVENT NAME until later in 2020. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available.

During this time, MSU Extension will continue to deliver meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to 4-H community regarding upcoming PUBLIC events that have been CANCELLED (sent via 4-H Online or local listservs)

Dear YOUR County 4-H community –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

Unfortunately, a variety of challenges prevent us from postponing PROGRAM OR EVENT NAME or moving it to an online format. Despite the cancellation, MSU Extension remains committed to delivering meaningful experiences to youth and volunteers through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to 4-H community regarding upcoming PUBLIC events that have been MOVED ONLINE (sent via 4-H Online or local listservs)

Dear YOUR County 4-H community –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

MSU Extension is committed to providing experiential learning for youth and we are currently evaluating our options for moving PROGRAM OR EVENT NAME to an online format. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available.

During this time, MSU Extension will continue to deliver meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to 4-H community regarding upcoming PUBLIC events that have been POSTPONED (sent via 4-H Online or local listservs)

Dear YOUR County 4-H community –

As the world is gripped by the novel coronavirus, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

MSU Extension is committed to providing experiential learning for youth and we are currently evaluating our options for postponing PROGRAM OR EVENT NAME until later in 2020. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action and we will notify you as soon as that information is available.

During this time, MSU Extension will continue to deliver meaningful experiences to youth through supplemental education offerings that support the educational development of Michigan youth. We encourage you to visit the [Remote Learning and Resource](file:///C:\Users\jmwilson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SAUL3E7V\Extension.msu.edu\online4MI)s space to view the ever-growing list of online programs and resources.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

*Key:*

*Items highlighted in yellow should either be customized or reviewed to ensure all listed items are relevant for the particular program or event.*

*Items highlighted in blue may not be true for every guest. Please omit as necessary.*

# Draft email to guests (speakers, volunteers etc.) of a CANCELLED event or program

Dear INDIVIDUAL –

As the novel coronavirus continues, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

Unfortunately, a variety of challenges prevent us from postponing PROGRAM OR EVENT NAME or moving it to an online format. We appreciate your willingness to share your time and expertise at this event and hope you will consider being involved again in the future.

Despite the cancellation, MSU Extension remains committed to delivering meaningful experiences to youth and volunteers through supplemental education offerings that support the educational development of Michigan youth. We are working to create new online experiences that allow Michigan 4-H’ers to continue exploring their passion for TOPIC. As we determine those opportunities, we may reach out to you again to inquire about your willingness to partner with us to create new educational experiences for YOUR County youth.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to guests (speakers, volunteers etc.) of a POSTPONED/MODIFIED TO ONLINE event or program

Dear INDIVIDUAL –

As the novel coronavirus continues, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

MSU Extension is committed to providing hands-on experiential learning for youth and we are currently evaluating our options for a RESCHEDULED/ONLINE PROGRAM OR EVENT NAME. Given the fluid nature of this situation, it may be a few weeks before we are able to determine the best course of action. As soon as we have reached that decision, we will be in contact with you to determine if you are able to continue partnering with us for this unique learning opportunity for YOUR County youth.

Thank you for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE

# Draft email to partner (volunteer, facility) of a CANCELLED event or program

Dear INDIVIDUAL –

As the novel coronavirus continues, the virus that causes the infectious disease COVID-19, Michigan State University Extension has decided to cancel PROGRAM OR EVENT NAME scheduled for DATE. This was a difficult decision to make, however our top priority is the health and wellbeing of our program participants, staff, volunteers and speakers who make this event possible.

On April 2, 2020, MSU made the decision to modify or suspend youth events scheduled to take place this summer on MSU’s campus. This, combined with the suspension of in-person K-12 instruction for the remainder of the academic year, informed changes to scheduled MSU Extension youth programming. As a result, all on-campus MSU youth events scheduled to occur before September 1, 2020 will be modified to an online space, postponed or cancelled. In addition, no face-to-face MSU Extension youth events or programs will take place anywhere in the state until September 1, 2020. This was a heartbreaking decision for MSU Extension to make but is a reflection of our ongoing commitment to youth safety and security, a guiding principle of Michigan 4-H, and the right thing to do to protect the health and wellbeing of MSU Extension staff, volunteers, program participants and all Michiganders.

Unfortunately, a variety of challenges prevent us from postponing PROGRAM OR EVENT NAME until later in 2020. As a result, we will no longer need your ASSISTANCE, FACILITY, OTHER for this event. Please know that we truly appreciate your partnership with Michigan 4-H and your support of NAME County youth.

Thank you again for your continued interest in Michigan 4-H programming and for your support and understanding of our efforts to protect participant health. If you have any specific questions or concerns not addressed above, please do not hesitate to contact PERSON at EMAIL or PHONE.

 Sincerely,

 SIGNEE